



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

**VACANCY NOTICE**  
**COMMISSIONER'S OFFICE**

**\* RACE TO THE TOP EARLY LEARNING CHALLENGE OFFICER**  
**Salary (Min) \$85,039 (Mid) \$101,503**

**\*This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 through December 31, 2015. Funding for continuation of the position beyond the award period is not guaranteed.**

POSTING PERIOD: February 29 – March 13, 2012

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*(Position is part of Board of Regents Executive Staff)*  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NON-CLASSIFIED JOB DESCRIPTION

**TITLE:** Race to the Top Early Learning Challenge Officer

**ORGANIZATIONAL CENTER:** This position is located in the Commissioner's Office and reports to the Chief of Staff.

**GENERAL STATEMENT OF DUTIES:** The Early Learning Challenge Grant Officer will lead and support the federal requirements of the Race to the Top Early Learning Challenge grant, including the overall facilitation and implementation of the Race to the Top plans. This position will represent the Commissioner at state and federal stakeholder meetings and work with staff from the Rhode Island Department of Education (RIDE) and other partnering state agencies/organizations to ensure that all requirements of the Race to the Top Early Learning Challenge grant are met, including planning, reporting, performance management and progress monitoring, and communication with stakeholders. This position collaborates with program and finance staff at RIDE and coordinates work across state agencies to ensure that the grant is administered effectively and ultimately serves to improve the quality of early learning programs across the state.

**SUPERVISION RECEIVED:** Works under the supervision of the Chief of Staff with wide latitude to exercise initiative and independent judgment; work is reviewed upon completion of results obtained and on collaborative process used in achieving results.

**SUPERVISION EXERCISED:** Directs, supervises, coordinates, and assesses the work of administrative staff supporting the Race to the Top Early Learning Challenge grant. Works in collaboration with RIDE's Chiefs and Directors with wide latitude for the exercise of independent judgment to achieve results.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Oversees the management of the Race to the Top Early Learning Challenge grant by 1) coordinating the efforts of RIDE program and finance staff, and 2) coordinating the efforts of RIDE and partnering state agencies/organizations.

Directs the ongoing planning, project development, quality improvement, and oversight against the state plan necessary for the successful management of the grant.

Serves as the state's liaison to the federal oversight of the Race to the Top Early Learning Challenge grant. Facilitates and coordinates the development and submission of required federal reports and other information, data, and communication/participation as requested by the federal government.

Directs and leads the collaboration with the RIDE staff overseeing the EdStat performance management process to ensure effective use of EdStat as a tool to monitor and support the state's achievement of its Early Learning Challenge goals.

Advises the Commissioner and other leadership of RIDE and partnering agencies/organizations regarding the analysis of grant requirements and expectations.

Works with communications staff in the Commissioner's Office, and staff from partner organizations, to disseminate information about the Early Learning Challenge to stakeholders and to the media.

Monitors, evaluates reports and presents on progress, problems and solutions of the grant to stakeholders.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Working knowledge and leadership ability in the areas of project management, problem-solving, and communications/information-sharing.

Understanding of the distinct roles and work of RIDE staff and staff in partnering agencies/organizations, and how they are integrated, in the administration of the Race to the Top Early Learning Challenge grant.

Ability to communicate effectively, both orally and in writing, and to build strong relationships.

Ability to lead a workgroup(s) to achieve agreed-upon goals and objectives and exercise oversight over the grant.

Skilled in managing several large projects simultaneously.

Knowledge of the state's Race to the Top Early Learning Challenge goals, work plans, and measures of success.

Familiarity with federal reporting requirements.

**EDUCATION:** Master's degree in public administration/policy, education, or related field.

**EXPERIENCE:** At a minimum three to five years working in public policy, or private sector, with an emphasis on project or grants management.

*Must have own transportation and be available evenings and occasionally on weekends.*

*Reasonable accommodations can be made for qualified individuals with a disability.*

Date: February 2012